

Policy Title: Contingency Planning/Disaster Recovery

Issued By: Colorado Commission on Information Management

Effective Date: July 30, 1990

The Colorado Commission on Information Management (IMC) is requiring all State branches, agencies, departments, and institutions to prepare and test disaster recovery plans that will be maintained and used in the event of a disaster.

The following guidelines will be used to develop the Plan:

1. A Disaster Recovery Team should be established with a designated Coordinator. Team members and key user personnel should be identified and their responsibilities defined. Plans should be developed to provide for the rotation of team members both within and on and off the team in order to assure that the expertise gained in any particular area of disaster recovery planning does not become concentrated in one person.
2. Recovery Requirements by Application should be established. At a minimum, these requirements will address physical space, hardware, software, communications, personnel support, supplies, and the prioritization of the applications to specify the order of restoration. Based upon these requirements, appropriate backup procedures and site criteria should be developed.
3. Recovery Requirements by Time Frame should be established outlining both recovery requirements and user procedures to be effective within the first 24 hours, next 48 hours, 4th through 7th days, and extended disaster period.
4. Disaster Recovery Procedures should be finalized based upon the requirements addressing implementation of hot site recovery, warm site or cold site recovery, and return to permanent site. Appropriate user notification procedures should be included. Procedures should be accepted by systems and user management.
5. The Plan Should be Tested yearly using a segment of the Plan or specific applications. The test should include the move, a validation of the procedures, and validation of the accuracy of the application processing and data recovered. Care should be taken to incorporate the testing of new applications or major enhancements in the yearly test process to assure that the plan for the new or enhanced system is effective.
6. Maintaining the Plan should include procedures to maintain or modify the Plan for personnel changes, for new system development, and update of documentation.

It is expected that all branches, agencies, departments, and institutions will comply with this policy by producing a workplan for the development of these contingency plans by January 1, 1991. In addition, it is expected that the branches, agencies, departments, and institutions will be able to demonstrate tested and effective contingency plans by the end of FY 92-93 or sooner as addressed by the State of Colorado Strategic Information Management Plan.

This policy becomes effective as of the date shown above and will remain in effect until the Commission shall rescind or alter such policy.